



**Headquarters  
CONNECTICUT WING CIVIL AIR PATROL  
United States Air Force Auxiliary  
P. O. Box1233  
Middletown, CT 06457-1233**

**30 June 2003**

**MEMORANDUM FOR CTWG Members  
ATTENTION:**

**FROM: CTWG Reimbursement Officer**

**SUBJECT: Reimbursement Rules**

1. For check Rides – After each flight staple the fuel slip to a copy of the form 5 or 91 and send to Wing.
  2. For actual missions or training missions, send in the fuel slip with the mission number on it attached to a form 104 (Mission Flight Plan Form). Accumulating a few sorties is acceptable, but the last flight has to have a fuel slip. The flight crew must be logged in on a Form 103 or an ICS form 211. The aircraft must be logged in on a form 121 (Aircraft/Vehicle Register).
  3. For O-Flights staple the fuel slip for each flight (or a set of flights) to the Form 7 and send to Wing. Remember the last flight or ferry must have a slip.
  4. Remember each pilot is responsible for refueling after a flight or set of flights. Failure to do so will result in the pilot paying for an estimated fuel charge (Note: Neither CAP nor the Air Force will pay for estimated charges.)
  5. If you are in an aircraft that has not been refueled, have it fueled and send in the slip noting it had to be fueled and record the Hobbs time.
  6. For vehicle reimbursements, there must be a starting fuel slip and an ending fuel slip or and ending fuel slip and the mileage recorded on the Form 108. The vehicle must be participating actively in the mission and approved by the Incident Commander (you cannot submit a form 108 if you just drive to and from the mission). Form 109 Ground Team Clearance must be filled out.
  7. Other reimbursable – Cell Phone Charges and Long Distance charges: A copy of the bill is needed with the form 108 if it takes more than a month to get the bill. Inform the Incident Commander with an estimated charge. Charges such as batteries, communication equipment or food are not reimbursable.
- If there are any questions contact me at [silvercity@juno.com](mailto:silvercity@juno.com) phone 203-269-8122 pager 203-580-3925.

**PETER C. CARROLL, MAJ, CAP  
Reimbursement Officer**

**Cc:CTWG CC/CV/CS/DO/Staff  
SqCC/Pilots/all CAP members**